

CONGREGATIONAL RESTART REQUIREMENTS FOR PHASE 4

Name of Congregation:

Location:

Primary Contact's Name:

Primary Contact's Email:

Primary Contact's Phone Number:

Name of Clergy in Charge (if applicable):

Name of Senior Warden:

Name of Junior Warden:

Names of all on Phase 4 Reopening Planning Team:

As we continue to care faithfully for each other, congregations with an approved Phase 4 plan are now welcome to return to both indoor and outdoor in-person worship, including Communion, and to hold in-person parish-related meetings indoors as well as outdoors. Previously released requirements for Communion should be followed. Specific requirements for indoor Communion are in "Appendix A" of this document.

Since we continue to care for the more vulnerable among us, and because we will not always know who among us is fully vaccinated, we will continue to observe 6 feet of social distancing and wear masks both indoors and outdoors, except when receiving Communion or singing as part of a choir.

Vaccinated choir members are allowed to sing unmasked outdoors or indoors with their choirs at this time. It is the responsibility of clergy and choir directors to assure that all choir members are vaccinated. Please note that no congregational singing, and no refreshments or "coffee hours," are allowed at this time.

Please note also that Designated Health Officers (DHOs) and contact-tracing record keeping continue to be required at all gatherings, indoors as well as outdoors. Please remember that designated health officers are separate from ushers and clergy.

REQUIREMENTS:

1. Please provide a detailed diagram, with dimensions and descriptions, of the space(s) you intend to use for indoor worship and parish meetings, and include the anticipated traffic flow of persons in and out of your space(s). Be sure to note restroom access, and answer the following questions:

- a. How will ushers bring attendees into the building and to their seating space?
- b. How will they usher people out of the building after the service while maintaining appropriate distancing (6 feet between individuals or family groups)?
- c. Where will the people leading worship be positioned?
- d. Where will the stationary offering receptacle be positioned, and how will people leave their offerings?

This paragraph updated June 1, 2021: At present when estimating capacity and reserving for a service please leave enough room for 6 feet of spacing between each person, family or fully vaccinated group. In addition, please retain an area (perhaps 10 to 20 % of the overall space) where those who are especially uncomfortable or more susceptible to COVID-19 due to underlying health conditions may sit with greater separation. Face masks, properly worn (completely covering the mouth and nose), are required of all parishioners at all times. We suggest that clearly visible signage be at the entrance area that informs those wanting more space to ask the greeter before being shown to their seat. Markers on pews or seats indicating six feet of separation may be helpful in churches where seating is fixed.

- a. Please remember to plan for maintaining social distance among people who will be in “tight spaces” (e.g., altar guild in the sacristy, acolytes/crucifer in robing areas, offering counters in their space, and others).
2. How will you designate seating places in the worship space(s), allowing for 6-foot spacing?
 - a. How will you communicate to people that they are expected to stay in their designated seating space?
 - b. How will you handle children in this respect?
 - c. What other arrangements, expectations, or guidance will you have for children and others who may not understand the need for distancing during this phase of reopening?
 - d. How will you remind everyone to respect the need for distance between people?
 - e. How and where will you post notices about the 6-foot spacing requirement?
 3. In the space(s) you intend to use for worship or meetings, how will you provide fresh air exchange and air filtration? Remember that conditions and methods will change as the weather changes. Please refer to the recommendations for reducing the risk of viral transmission in “Appendix B.”
 4. For how many “walk-in” visitors will you allow places at each service, in addition to those who have signed up? How will you welcome “newcomers?”

5. As you return to in-building in-person worship, how will you continue to include people who have been part of your online worship, as well as those who are not comfortable attending or not able to attend in-person worship?

REMINDERS:

1. You will need to establish a sign-up process for in-person attendance.
2. The DHOs will need to keep a record of names and contact information for all attendees.
3. You will need a plan to help attendees manage their coats/outerwear.
4. It will be the responsibility of the DHOs to ensure that everyone remains as safe as possible; this requires appropriate masking and maintaining 6-foot distancing.
 - a. Please note that an “appropriate or properly-worn face mask” completely covers the mouth and nose at all times.
 - b. Extra face masks should be available to the DHOs in case someone arrives without one.
5. Plans should be made for how your congregation will exchange the Peace while maintaining 6-foot distancing.
6. Water fountains should be turned off and/or covered.
7. Restrooms should be cleaned between services.
8. Hand sanitizer should be readily available in the worship space and restrooms.

If your parish has established additional safety protocols that you feel might be helpful to others, please provide them so that we may share them.

SIGNATURES (or clerk’s signed attestation in lieu of signatures):

Clergy in Charge (if applicable):

Warden:

Warden:

Person who will serve as your primary contact for your Phase 4 Restart Committee:

Contact Phone #:

Contact email:

Date of Vestry or Bishop's Committee Approval of this Document:

Clerk's Signature Attesting to Date of Vestry or Bishop's Committee Approval:

This documents assumes you have previously named Designated Health Officers (DHOs) and emailed the Restart Team their VOSHA certificates. If you did not, or if you are adding DHOs, please send name(s) and contact information and attach their VOSHA certificates **in one combined pdf**.

VOSHA certificates should also be sent for any of the following not sent previously:

- Clergy
- All Congregational Staff persons
- Wardens
- Clerk
- All Vestry or Bishop's Committee Members

Please email your Phase 4 plan in this format to:

fredmoser@trinityshelburne.org

APPENDIX A:

Requirements for Indoor Communion

For congregations that have approved plans for indoor services (Phase 4), the following options are acceptable for adding in-person Communion.

The worship service and the consecration of the bread and wine follow the approved Phase 4 requirements. In particular, the priest's hands should be washed and sanitized thoroughly before the Great Thanksgiving. Adequate hand sanitizer should be easily accessible for all in attendance. No wine will be distributed using an open chalice. Individual containers, such as the TrueVine mini chalice for bread and wine, are acceptable.

The Restart Team offers two options for distribution of consecrated bread or TrueVine mini-chalices at an in-person outdoor service.

If the worship is hybrid, with folks attending remotely, previously consecrated elements will need to be made available prior to the service, as in previous pandemic-time Communion services.

Option One (host consecrated prior to the service and reserved):

In this preferred option the priest has consecrated the elements in advance of the service, and has placed the reserved elements at a location easily accessed prior to the start of the service. The communicants individually pick up their elements upon entering the sanctuary. At the service, during the Great Thanksgiving, the priest consecrates a small amount of bread and wine, which is received at the altar by the priest. Parishioners, while remaining properly spaced and seated, at the appropriate time remove their masks briefly and consume the reserved elements that were picked up at the beginning of the service.

Option Two (host consecrated during the service):

In this option parishioners receive directly from the priest. This option is acceptable as long as adequate distancing can be maintained for individuals or family pods both when coming forward to receive Communion and when returning to their places. Following the Fraction and Invitation to Communion the priest comes forward with the elements, and each parishioner or family pod comes forward separated by at least 6 feet to receive. Sanitizer is used by all prior to receiving Communion. All are masked – priest and parishioners. The priest gives the communicant the consecrated element(s) by saying the usual words and dropping the element(s) into the hands of the communicant. The communicant returns to their place (which is properly distanced), removes their mask, and consumes the Communion.

APENDIX B:

Recommendations for Reducing Risk of Viral Transmission

1. Encourage all who can to get vaccinated.
2. Continue wearing masks unless briefly removed for Communion.
3. Continue with distancing of 6 feet between family groups or pods.
4. Continue careful hand washing and using sanitizer.
5. Plan to do as many events, or as much of each event, outdoors as possible.
6. For indoor events, increase ventilation as much as possible. Some steps to increase ventilation include:
 - a. Opening windows and doors.
 - b. Placing exhaust fans (such as a box fan) in one or more windows or doorways to draw fresh air in and through the building. Note: Window air conditioners and fans pointed inward are not recommended.

- c. If there is a ventilation system in your space (HVAC) that uses forced air, keep the ventilation turned on consistently for an hour or two before the space is used, during use, and for an hour or two following (even if the thermostatically controlled heating and cooling isn't on all the time).
- d. Consider using HEPA filters, either on your central HVAC system, or as free standing units.
- e. If your space seems particularly challenging, consider consulting with a ventilation specialist, such as your heating and air conditioning company may be able to provide.